

School Based Decision Making Endorsed Trainers' Network Standards and Procedures Manual

The SBDM Law and Legal Requirements for School Council Training

The SBDM Law: KRS 160.345(6)

The Department of Education shall provide professional development activities to assist schools in implementing school-based decision-making. School council members elected for the first time shall complete a minimum of six (6) clock hours of training in the process of schoolbased decision making, no later than thirty (30) days after the beginning of the service year for which they are elected to serve. School council members who have served on a school council at least one (1) year shall complete a minimum of three (3) clock hours of training in the process of school-based decision making no later than one hundred twenty (120) days after the beginning of the service year for which they are elected to serve. School council training required under this subsection shall be conducted by trainers endorsed by the Department of Education, and school council members shall complete the required training no later than thirty (30) days after the beginning of the service year for which they are elected to serve.

Explanation of KRS 160.345 (6)

1. The General Assembly has established atraining requirement for all school council members.
2. New council members, those elected for the first time, shall receive a minimum of six (6) hours of training no later than 30 days after taking office.
3. Experienced council members, those who have served for at least one (1) year, shall receive a minimum of three (3) hours of training per year related to the SBDM process. Members have up to 120 days to complete their training.
4. Council members elected to fill a midterm vacancy shall complete the mandatedtraining requirement within thirty (30) days after they are elected.
5. The content of the mandated training shall include the process of schoolbased decision making. Training provides the school council member with the knowledge of the SBDM statue and the council's role in the school. School councils are also encouraged to obtain training in other nonmandated areas such as budgeting and personnel, school and district consolidated planning, or other areas as needed by the school.
6. All mandated training mus be conducted by a KDE Endorsed Trainer and should be documented by the school principal.
7. Non-mandated training, or training acquired in excess of the required six (6) hours for new council members or three (3) hours for experienced council members, may be provided by nonKDE Endorsed Trainers.

- c. Mandated training to be completed within thirty (30) or one hundred twenty (120) days or more experience.
- d. Mandated training to be conducted by a KDE endorsed trainer.

How do school council members select a trainer?

Council members must select their trainer from persons recognized by the Kentucky Department of Education as *SBDM Endorsed Trainers*. The Division of Instructional Leadership Development will post a copy of this list with pertinent information regarding each trainer on the SBDM home page at:
<http://www.kde.state.ky.us/olsi/leaders/sbdm/default.asp>

May persons who are not members of the KDE Endorsed SBDM Trainers' Network assist endorsed trainers in delivering mandated training to school council members?

The statute requires the mandated training for school council members be conducted by KDE endorsed trainers who are all members of the SBDM Trainers' Network. However, members of the network may use any available resource, including nonendorsed personnel, to participate in delivery of the training, as long as the endorsed trainer is present and is conducting the session.

Example: The district's SBDM Coordinator, a member of the Trainers' Network, is conducting a six-hour training for council members, at the request of the council. Included in the content is an explanation of the school council allocation process. The trainer (SBDM Coordinator) may use the district finance officer, who is not a member of the Trainers' Network, to deliver this training segment as long as the endorsed trainer is present to oversee the delivery.

May professional development training for school council members beyond the six (6) or three (3) hour mandated training be conducted by persons who are not members of the KDE Endorsed SBDM Trainers' Network?

Yes. An example would be a school council that has completed their six or three hour mandated training but still wishes to have more training on "Consolidate Planning." This training may be conducted/delivered by any person approved by the Kentucky Department of Education to provide consolidated planning training, even if that person is not a member of the SBDM Trainers' Network. Sessions such as this, however, will not fulfill the requirement of the law as it relates to mandated training.

How may training be provided through our own school district?

A district may make training available at the district's expense to all personnel as part of the four days of district scheduled professional development. If a school district wishes to make SBDM training available for its schools,

Who will pay for the training?

There are several options available to the district and school council in order to provide this required training for council members. Options could include, but not be limited to, the following:

- e. Districts might choose to pay for a trainer as a district wide expense from their professional development funds.
- f. School councils might choose to pay a trainer from their professional development allocation.
- g. School councils might choose to pay for a trainer from the school's general account funds.
- h. Districts might allocate discretionary funds to school councils under Section 7 of the allocation regulation, if the school council designates this as a need.
- i. Local parent and teacher associations might choose to pay for a trainer.
- j. Districts or schools might choose to have a local staff member become a member of the KDE Endorsed SBDM Trainers' Network to be available to provide school council training.

If districts are providing a trainer free of charge, or at a reduced expense, the school council may choose to meet their training requirement by accepting this offer. The school council may choose another trainer, and absorb the cost.

How are school council members reimbursed for SBDM training expenses?

KRS 160.345 (3) (a) requires local boards to adopt a policy for "procedures for authorizing reimbursement for training and other expenses." School councils should have a copy of their local board's policy on school-based decision-making and know the procedure for reimbursement.

How are superintendents endorsed to train school council members? Persons who have successfully completed the SBDM module of the superintendent's training may be included as a member of the KDE Endorsed SBDM Trainers' Network with the following additional requirements:

- 1. Successful participants notify in writing the Director of the Division of Instructional Leadership Development of their wish to be included as a member of the KDE Endorsed SBDM Trainers' Network.
- 2. Successful participants attend a one-day Trainers' Summit conducted by the Division of Instructional Leadership Development, which shall include current information on statutory changes, legal interpretation of KDE, and recent opinions of the Attorney General.

As an endorsed trainer, what further obligations do I have to maintain my status as a trainer?

All SBDM Endorsed Trainers, in order to maintain endorsement, would be subject to the following requirements:

- ii. Attendance in at least one (1) of two (2) SBDM Trainers' Summit conducted by the Division of Instructional Leadership Development, Council Development Branch, per calendar year (Januaryst through December 31st).
- iii. Conduct at least two (2) training sessions in each calendar year (Januaryst through December 31st) for

Will school-based decision making training apply toward leadership training credit?

The Department of Education has granted leadership credit for council training provided by KDE Endorsed SBDM Trainers in the amount of three (3) or six (6) hours, as attended. Endorsed trainers will provide certificates of attendance containing the KDE Effective Instructional Leadership Approval Number for those needing leadership credit.

OVERVIEW OF THE KDE SBDM ENDORSED TRAINERS' NETWORK

How does the Department of Education provide SBDM training for school councils?

Training is provided through the Kentucky Department of Education's Endorsed SBDM Trainers' Network. Trainers across the state may contract with districts and schools to deliver training sessions to newly elected council members, experienced council members, and/or central office personnel. They also may meet needs of total school faculties with individually tailored professional development workshops.

What is the KDE Endorsed SBDM Trainers' Network?

The KDE Endorsed SBDM Trainers' Network consists of individuals who are private training providers, or are members of consulting agencies, institutes, state organizations, cooperatives, universities, or school districts. All providers have agreed to offer a variety of training components designed to assist schools and districts in implementing schoolbased decision-making. Each provider must submit the materials they will use in the training for approval. These training offerings must meet the new and experienced council member training standards.

Why was KDE Endorsed SBDM Trainers' Network established?

The network of individual training providers was established to provide the ability to meet training requirement needs of school council members. Its charge is to provide a wide variety of training opportunities on a range of content and skill areas identified by the Department of Education as necessary to enable school councils to perform their statutory responsibilities and ultimately facilitate the improvement of student performance. The network is also designed to bring consistency to SBDM training for all Kentucky SBDM schools through quality assurance methods, including intensive training, standardsbased endorsement, and ongoing monitoring processes. The Department of Education provides an intensive twoday "Train-the-Trainer" session for each person accepted as an endorsed trainer to prepare them to conduct training for "new" council members.

How is quality training assured?

The Department of Education is committed to providing highquality school-based decision-making training as needed by school councils, districts, school faculties, and school boards across Kentucky. Those who are selected as training providers will receive endorsement for the period of one year, and are expected to meet all of the following requirements in order to maintain their KDE endorsement and eligibility:

Who does the SBDM Trainers' Network serve?

All endorsed SBDM training providers offer SBDM training for new council members, district central office staff school council committee members, school faculties and staff, parents and community members, and other interested stakeholders.

Can a school council contract with an organization to provide SBDM training?

The Department of Education does not endorse organizations as training providers, but endorses individuals within organizations. School councils wishing to use trainers provided by an organization should verify that the trainer's name appears on the KDE List of endorsed training providers in order to ensure the training will be credited toward the mandated three (3) hours for experienced council members or six (6) hours for newly elected council members.

How do I become an endorsed SBDM trainer?

The first step is to obtain an application from the Division of Instructional Leadership Development by contacting Don Schneider at 502 564 4201, or by e-mail at dschneid@kde.state.ky.us. Your completed application will be evaluated by KDE staff, and if approved, you will be given the opportunity to participate in the next scheduled two day *Train-the-Trainer* session. The trainer must then submit their packet of materials they will use in training to be reviewed and approved by KDE staff.

What does the application require?

The application requires professional information pertaining to knowledge and experience with the process of school based decision making and with delivery of training and professional development opportunities. It also requires the submission of a vita/resume.

How do I know when the *Train-the-Trainers* session is scheduled?

The Division of Instructional Leadership Development, Council Development Branch staff schedules *Train-the-Trainers* session at least once a quarter. Sessions are limited to under 20 participants in order to provide an effective, interactive training opportunity. If accepted as an applicant for endorsement, you will be contacted by a Council Development Branch staff person and scheduled in the next available session.

THE SBDM TRAINER ENDORSEMENT PROCESS

I. Application

Any and all individuals interested in becoming a KDE endorsed SBDM trainer should request an application form from the Kentucky Department of Education's Division of Instructional Leadership Development at 1508 CPT, 500 Mero Street, Frankfort, Kentucky 40601 or e-mail Don Schneider at dschneid@kde.state.ky.us

4. Two (2) letters of recommendation from persons who have observed the applicant in a professional development setting.

II. The *Train-the-Trainer* Session

Once the potential trainer's application has been deemed complete and has been positively evaluated based on the Selection Rubric, the applicant is scheduled for a two (2) day *Train-the-Trainer* endorsement workshop provided by the KDE Division of Instructional Leadership Development. The *Train-the-Trainer* workshop content shall include, but not limited to the following:

1. SBDM statute and legal updates
2. Basic roles and responsibilities of school council members
3. Policies and Committees
4. Budgeting and Planning
5. Personnel

III. Submit Training Packet of Information Aligned with New Council Member Training Standards

If approved, the person becomes endorsed. *Train-the-Trainer* workshop activities shall include, but not be limited to the following:

- ?? Hands-on training with limited lectures
- ?? A variety of training strategies and problem-solving approach
- ?? Situational learning demonstrations

IV. Standards for Training of New Council Members

Up to three hours of training time to ensure that new council members:

1. Demonstrate knowledge of the basic principles of school-based decision making.
 - ?? Purpose – “Enhance student achievement”
 - ?? Collaboration
2. Demonstrate an understanding of the authority of the school council.
3. Legal guidelines, including bylaws contents
 - i. Required policies and decisions
 - ii. Role of the principal, board of education, superintendent, and central office staff
 - iii. Personnel
 - iv. Resources for learning more about these issues when needed
4. Demonstrate an understanding of effective SBDM practices
 1. Consensus decision making
 2. Communication

- ?? Strategies for focused planning which leads to improved student performance including development of Consolidated Plan Action Components
- ?? Effective budgeting to support planning.

In addition, members of the Endorsed Trainers' Network were notified that as a condition for their endorsement as a trainer, credit for attending training for experienced members of school councils should be granted only for attending those programs which also have an approval number for the Effective Instructional Leadership Act (EILA) and which also meet the following standards:

Standards for Training of Experienced Council Members

- 1) The training session is designed to either directly or indirectly, improve student performance at a school.
- 2) The training session shall meet all existing standards for Effective Instructional Leadership Act (EILA) approval.
- 3) The training session shall be organized so that it is a in-depth analysis of an appropriate topic.
- 4) The training session will prepare council members for policy development, consolidated planning, and or monitoring of plans and policies or other areas related to council members responsibilities.
- 5) The training session provides appropriate support materials.
- 6) The training session will enhance communication and collaboration among SBDM stakeholders.
- 7) The training session is consistent with intent of Kentucky laws and regulations and shares legal opinions consistent with those advised by the Kentucky Department of Education, long with any contradictory opinions.
- 8) The training session is designed to provide or improve the skills of school council members.
- 9) The training session is planned to reflect the principles of adult learning including a balance of oral presentation with hands on activities.
- 10) The training session recognizes school council members as instructional leaders and prepares them for this role.

Advanced Training

All members completing the requirements described above shall receive a "basic" endorsement form the Department of Education that allows them to provide mandatory training to school council members pursuant to KRS 160.345 (6). In addition to this basic endorsement, Network members may obtain form the Department of Education's Division of Instructional Leadership additional advanced training in various areas of substance for school councils. Having attended these additional training sessions, Network members will have this designated on the list Network Endorsed Trainers that is distributed to school districts and schools. Examples of additional training sessions provided by the Division of Instructional Development Leadership will include, but not limited to, Principal Selection, Consolidated Planning, Curriculum Alignment, etc.

Return the completed application to:

Don Schneider, Consultant
Division of Instructional Leadership Development

Name_____ Position_____

Home Address _____

Home Phone Number_____ Work Number_____

Business Address_____

e-mail address_____

Please complete questions 1 – 4 below:

- 1. Describe your reasons for wanting to be a trainer in schoolbased decision making.
- 2. Describe your personal experience with a school council.
- 3. Include two letters of recommendation with this application.
- 4. Attach a personal vita with this application.

Sign, and date the following Official Commitment Signature Form.

Official Commitment Signature Form

I, the undersigned, as an eligible training provider, in the area of schoolbased decision making, submit for endorsement consideration the aforementioned application. I agree to abide by the terms set forth in this application and understand that the endorsement is subject to revocation at the discretion of the Kentucky Department of Education for violations of said terms; otherwise the Endorsement is for a one year period beginning with the training date.

Signature of Eligible Training Provider

Date

Please contact any of the following staff members of the Division of Instructional Leadership Development at 502 564-4201 in case you have any questions or comments regarding this manual.

Charles Edwards, Division Director

Cheri Meadows, Program Consultant

Don Schneider, Program Consultant

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